

SENIOR MEDICAL TECHNICAL ASSISTANT

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 11 - 12, 2003

Collective Bargaining Identification: S06

Job Analysis Conducted By: Connie Arjil, Staff Services Manager I
Personnel Examining Section

Number of Incumbents: There are 69 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated 11/30/02.

Names of the Subject Matter Expert(s) and their background:

DONA WHITT, SENIOR MEDICAL TECHNICAL ASSISTANT, CALIFORNIA INSTITUTION FOR MEN

Ms. Whitt has worked for the Department of Corrections for 17 years. She has worked as a Senior Medical Technical Assistant for eight years. She has many years of experience in this same field.

MARY PEREZ, HEALTH PROGRAM COORDINATOR, CORRECTIONAL FACILITY, CALIFORNIA REHABILITATION CENTER

Ms. Perez has worked for the Department of Corrections for 13 years. She has worked as a Health Program Coordinator, Correctional Facility for four years. She has many years of experience in this same field.

SENIOR MEDICAL TECHNICAL ASSISTANT INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board (SPB) Specification
- SPB Board Item
- Duty Statement
- Personnel Operations Classification History File

Other sources were viewed for information (e.g. California Department of Corrections, Personnel Examining History file, other State civil service websites etc.); however, the information was not relevant to the job analysis and therefore not included.